

THE NAVAJO NATION  
Department of Personnel Management  
**JOB VACANCY ANNOUNCEMENT**

Requisition No: **DSS0577939**  
POSITION NO: 936875  
CLASS CODE: 3849  
POSITION TITLE: \_\_\_\_\_

Date Posted: **07/01/13**  
Closing Date: **07/15/13**

DEPARTMENT NAME: **Division of Social Services/Child Care and Development Fund Program**  
DEPARTMENT NO: 57 WORKSITE LOCATION: **St. Michaels, Arizona**  
WORKS DAYS/HOURS: \_\_\_\_\_ POSITION TYPE: \_\_\_\_\_ GRADE: R57A  
Days: Monday-Friday Permanent: ☒  
Hours: 7am-6pm Temporary: ☐ SALARY: \_\_\_\_\_  
Part-Time: ☐ Duration: \_\_\_\_\_ \$ 20,862.40 Per Annum  
No. of Hrs/Wk: 40 \$ 10.03 Per Hour

**DUTIES AND RESPONSIBILITIES:**

Provide cooked meals for children in the child care center, plans and coordinates a balanced meal by maintaining a menu; ensures that all meals cooked meet the USDA-CACFP requirements; maintains and operates cooking equipment and supplies; maintains inventory of food supplies; maintains the safety and cleanliness of the kitchen and uses all required safety precautions in preparing food; may assist in the processing of purchase orders for food, supplies and equipment; compiles meal counts and submits reports to supervisor regarding the number of meals served and the cost associated with meals, equipment and supplies. Provides/conducts in-service training regarding healthy eating habits; provide information on nutritional value of food. Attends nutrition related training; may provide nutritional habits education; may provide guidance

**QUALIFICATION REQUIREMENTS:**

**Education and Training:**

A high school diploma or GED and;

**Experience:**

Two (2) years of experience in large scale institutional cooking; or an equivalent combination of education, training, and experience, which provides the capabilities to perform the described duties. **(In order to receive full credit for education, certification, or licensure, transcript, copies of degrees, certificates, and other appropriate documents must be submitted along with the employment application.)**

**Special Knowledge, Skills and Abilities:**

Knowledge of established regulations and guidelines concerning food and meal preparation and service; the proper care and use of institutional food preparation equipment; principles of healthy eating. Skill in planning menus; maintaining sufficient food supplies; preparing nutritious and appetizing meals; ability to calculate portion sizes to complete menu worksheets; ability to follow oral and written instructions; and ability to work with children.

**License/Certification Requirements (preferred, but not required):**

Valid driver's license; no DWI in the last 3 years (Tribal and State); original State Driving Record required at applicant's own expense; original Criminal/Traffic Record required from Navajo Department of Law Enforcement, Toney, AZ, at applicant's own expense; National Criminal Background and Fingerprinting Check required at applicant's own expense; Food Handlers' Permit; CPR certificate; First Aide certificate within 90 days; complete Physical Exam and TB Skin Test before employment. **Position requires a background check and suitability assessment prior to employment.**

**VETERANS PREFERENCE APPLIES.**

**THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT.**

*Revised: 1-15-99*